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PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE NEW YORK, NY 10017-5592 PRIVILEGED AND CONFIDENTIAL

TO: Bill Lynch
John Mulderig

DATE: March 7

FROM: Mary Dudine

SUBJECT: Records Retention Meeting of March 24, 1995

2043719912

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The topic of discussion was the updating of the records retentio PMC and PMMC which was implemented two years ago. The f activities have taken place since the start of the project:

- May & June 1992- H&W had meetings at PMC corporate offices to discuss records retention schedules.
- After 1992 meetings, draft retention schedules and records retention manuals, including all schedules, were sent to various PMC and PMMC department heads and outside counsel for review and revision. The revised schedules were to be sent to Hunton & Williams for consolidation.
- Pat Elliot reported that some department heads sent materials back for revision, but others require some additional follow-up. Although records coordinators were not formally designated, individuals have been acting as records coordinators since the process began in 1992.

The group then focused on a plan to move the program forward, and came up with the following tentative schedule:

- April 3 Bill Lynch and Pat Elliot will compare departmental organization charts used in initial draft distribution against current organizational charts to identify any new departments.
- April 7 Memo to be distributed to coordinators within PMC and PMMC departments informing them of an upcoming meeting on [date tba] on records retention policy and distributing consolidated and new department retention schedules, if any.
- April 10 Hunton & Williams will consolidate all retention

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F.L. RPM

PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE NEW YORK, NY 10017-5592 PRIVILEGED AND CONFIDENTIAL

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John Mulderig

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schedule drafts and prepare them for distribution by PMC and PMMC. Memo to be distributed by Roger Whidden to PMC and PMMC department heads regarding formal designation of records coordinators. Questionnaires will be distributed to coordinator new departments attaching copy of category list.

- May 1 Meeting with coordinators for distribution of con and new retention schedules and retention manuals (includin appendices). Coordinators will be instructed to review manu retention schedules with other department members and revi necessary.

- Date T.B.A. Follow-up meeting to discuss revisions to sched

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- Date T.B.A. Training sessions for records coordinators.

When these training sessions are completed, a schedule of records "clean-up days" may be scheduled to complete the process.

Miscellaneous Points to be Considered

- Appendix A (SHB advice).

- EEMA update of retention schedules.

- Survey of company-wide contact persons and coordinators and possible company-wide meeting.

- Consolidation of retention schedules.

We will meet again on Friday, March 31 at 2:00 pm to discuss the progress of things.

cc: R. Whidden

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